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29 OCT 1963

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Subj
ADM-4

MEMORANDUM FOR: Assistant Directors: OCS, OEL, OAD, OSA, and OSI
SUBJECT: Contracting for R & D and Equipment Requirements

1. The Deputy Director (Support) has formally requested the cooperation of all Agency components in planning their contracting programs to avoid an excessively heavy work load placed on the Office of Logistics in the fourth quarter of the fiscal year. Approximately one-third of the total Agency procurement program was undertaken by the Office of Logistics in the fourth quarter of FY 1963.



2. It is in everyone's best interests that the Offices of the DD/S&T make every effort to comply with the request of the Deputy Director (Support). A more even distribution of the contracting work load ensures the more economic utilization of Agency funds. Moreover, a possible additional benefit might be derived through the greater likelihood of DD/S&T participating in the use of year-end Agency surpluses should the greater bulk of Office contracting requirements be accomplished prior to the fourth quarter of the fiscal year.

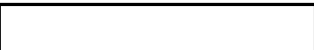


Executive Officer
Deputy Director
(Science and Technology)

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